

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-122 **Issue Date:** 07-10-14 **Closing Date:** 07-22-14
Extended

Human Resources Records Coordinator

Human Resources

Tribal Administration

Hourly Wage: \$16.85/Full-Time/Regular

Responsible for the Yakama Nation Human Resources records management and archive duties, performing a variety of routine and complex administrative, technical and professional work in analyzing and administering the various components of the employee Official Personnel File (OPF's), all while maintaining a very high degree of confidentiality. Provides clerical assistance as assigned by the HR manager in other sections of the HR Office (Reception, Recruitment, Compensation, Classification, and New Hire Orientation).

Knowledge, Skills and Abilities:

- Knowledge of the Personnel Policy Manual, Supervisors Manual, Compensation Manual, Master Class Title/Code/Pay Range Listing, Finance Manual, Drug and Alcohol Procedures Manual, and of HR Internal Controls.
- Knowledge of administrative and clerical procedures.
- Knowledge of and ability to apply standard filing procedures (alphabetical, numerical, subject, hyphenated names, etc).
- Knowledge of the Yakama Nation governmental organization.
- Knowledge of and ability to learn the JD Edwards system.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including; Word, Excel, Power Point, and Access.
- Ability to understand and implement verbal and written instructions.
- Ability to work closely with all HR staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to plan, organize, and prioritize tasks and work assignments.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to enter, transcribe, record store or maintain information in written or electronic/magnetic form.
- Ability to keep up to date with ongoing changes of computer software and HR related databases.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to continue training as directed in order to keep abreast of current and changing HR trends and practices.

General Recruiting Indicators:

- Minimum of an Associate of Arts degree in Business and 3 years of increasingly responsible experience in an HR or Administrative Office. Applicable experience in a comparable Administrative/HR environment is acceptable in place of education.

Necessary Special Requirements:

- Required to pass pre-employment drug and alcohol test.
- Required to successfully pass a background check.
- Must possess a valid Washington State Driver's License with ability to obtain a tribal driver's permit.
- Must present a highly professional image and outstanding customer service to internal and external clients.
- Must maintain strict confidentiality.
- Proven record of regular and punctual attendance; strong work ethics.
- Must understand the position, and consider the impact on personal life style and family.